

Minutes of the Milton Abbas Street Fair Trust Trustees' Meeting held at Milton Lake on Thursday 17 September 2015.

Present: Chair - David French [DF], Freddy Robinson [FR], Susan Woodhouse [SW], Chris Skinner [CS], John Widdowson [JW], Brian Isherwood [BI].

1. **Apologies for Absence:** Suzy Mercer [SM], Nigel Hodder [NH].
2. **Minutes of the meeting held on 14 July 2015:** Accepted unanimously as a true record by all who had attended. Proposed by FR; Seconded by SW.
3. **Matters Arising:** MSA Sports Club to be awarded an operational payment of £500 for car parking support.
Action: Payment to be made. **FR**
4. **Conflicts of Interest Register:** Each Trustee has completed a Declaration of Interests form. These were handed to DF for forwarding to NH.
Action: 'Declaration of Interests' to be a regular Agenda item; **NH**
5. **Scoring of sample of 2015 beneficiary bids:** Prior to this meeting, NH had sent copies of 13 beneficiary bids to each Trustee, with request that these be scored, using the latest available 'scoring form' [also circulated]. The aim of this exercise being to assess the effectiveness of the proposed assessment process. Each Trustee had undertaken a 'scoring' as requested. As a result of this exercise it became apparent that:
 - There exists confusion and misunderstanding as to the interpretation of the prime assessment criteria i.e. of 'Requirement', 'Impact', 'Sustainability', 'Viability' and 'Contribution'.**Actions:** **A}** Clear definitions [preferably those provided by the Charity Commission, except for 'Contribution'] of these criteria should be agreed and promulgated. **FR & SM**
B} The assessment of 'Contribution' requires an in depth knowledge of the Street Fair operations and is, therefore, less amenable to 'scoring'. Requires further discussion. **All**
 - The beneficiary applications under review had been submitted on the 2015 forms and, therefore, lacked the information matched to the proposed 2017 type scoring form. FR informed meeting that the application form had been revised to illicit information matched to the Charity Commission list of Charitable Objectives and clarity of public benefit usage of the grant requested. In discussion it was felt that by partitioning the form, using the assessment criteria as section headings, would be beneficial.**Action:** To revise the Beneficiaries Application Form. **FR & SM**
 - Little difficulty was experienced by Trustees in assessing compliance with the two key criteria of Public Benefit and Trust Objective.
 - Despite any confusion with definition of terms, there was a general consensus on the scoring of the bids, particularly with respect to those which merited low scores.

6. Street Fair Financial Report & recommendations: A summary of the Account for the 2015 Street Fair, prepared by FR, had been circulated previously. As a consequence and following discussion about whether any of the grants should be increased, the Trustees agreed that the beneficiary grants totalling £19950 and already announced, remain as agreed by the previous Trustees, and that they could now be issued.

Action: Payment to be made of all agreed beneficiary grants. **FR**

The Account shows a surplus, after awards to beneficiaries, of approx. £8,500. This may be increased by around £2,500 if an application to HMRC for Gift Aid is successful. The potential availability of extra funds has prompted Michael McAvoy, via letter to DF, to enquire how and when this might be distributed. The Parish Council have also enquired if some of the excess might be made available to support the Play Park appeal?

The Trustees felt that before any additional funds be disbursed that they first had a duty of care to establish the extent of contractual liabilities in the event that it proved necessary to cancel the Fair. This will indicate what level of funds needs to be held in reserve to cover such liabilities and to provide starter funds for the next Fair.

Actions: **A}** Letter to be sent in reply to Michael McAvoy. **DF**

B}. Letter to be sent to Parish Council before their next meeting 14 Oct. **DF**

C}. A statement for the November Bulletin to be drafted and circulated. **DF**

In discussion a suggestion was made that it might be strategic for beneficiary grant requests to be received prior to the Fair, but no announcement of awards to be made until the profitability of the Fair had been established.

7. Correspondence received from Tregonwell Almshouse Trust: A letter has been received from TAT requesting that the Trustees remove and relocate the shed, currently used as a Street Fair store, from behind the Almshouses. DF reported that he, with NH, have obtained permission from the Sports Club to re-erect the shed on the sports field.

Action: Letter to be sent to TAT explaining likely course of action. **DF**

8. A.O.B.:

A}. A Street Fair celebratory village meeting to be held during November. It would be pertinent if a Chairman for the 2017 Fair Organisation Committee could be agreed and announced at this meeting. Call for volunteers to fill any other Organisation Committee vacancies also to be made.

Action: Date to be agreed and an article announcing the meeting submitted for inclusion in the October Bulletin, to include a request for nominations for the new Org. Committee Chairperson. **DF/NH**

B}. The 'Operational Framework' to be an Agenda item for next meeting. **NH**

9. Date of next meeting: Wednesday 4 November at FR's house.